Agenda for 2/8/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Abscence
2) Minutes of February 1st Meeting
3) Congratulations to Members
4) Social Science Analysis and Report
5) HLC attendance in March
6) Effective Writing Update
7) A.O.B.
8) Subcommittee Time

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.
Minutes for 2/8/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Erica McCormack – Humanities
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
Lynnel Kiely – Social Sciences
John Kieraldo – Library
Phillip Vargas – Physical Sciences

Opening:
• Call to Order: The meeting was called to order at 3:04 PM.
• Approval of Last Meeting’s Minutes: The 2/1/2012 minutes were approved by committee vote after being motioned by Jen and seconded by Charles.

Chair’s Updates:
• Congratulations: Michael congratulated Erica, Phillip, Ray, and Samar for reappointment in the tenure process.
• Social Sciences: Michael has continued to meet with Lynnel and Phillip to work on the report.
• Higher Learning Commission: Michael will be attending the HLC conference here in Chicago in late March.

Vice-Chair’s Updates:
• Effective Writing: Jen passed around timeline showing the goals of the essay grading. The deadlines are March 1st for second round grading and April 15th for third round grading.

Secretary’s Updates:
• Webpage: Jeff and John continue to make plans for the new webpage. John K will meet with Armen soon in order to make the formal request.
- **Old Documents:** Jeff shared that he continues to try to track down old committee documents for his expanding archive. He asked everyone to check their hard drives for any documents that may have been buried for a long time.

**Subcommittee Time:** Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jen, LaRhue, Loretta, Willard
  - Discussion: Subcommittee members discussed which members would be responsible for writing specific parts of the final report, such as the executive summary, methodology, etc.

- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Matthew, Michael
  - Discussion: Subcommittee members discussed various aspects of the report, including getting necessary demographics information from PeopleSoft, making sure the student learning outcomes are properly involved, and seeing if Lynnel needs help with the writing. The proposed timeline is to finish the data analysis by the end of February and finish the report by the end of the semester.

- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: Subcommittee members looked at the recommendations given in the Natural Sciences 2008 report and the Quantitative Reasoning 2009 report. Allan, Ray, and Samar will talk to Liliana Marin within the next two weeks for any anecdotes she can share from her involvement with the Natural Sciences report. All subcommittee members will read the two full reports over the next week to prepare to begin tracking the progress of the recommendations.

**Closing:**

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 2/8/2012 minutes were approved at the 2/15/2012 meeting by committee vote after being motioned by Allan and seconded by Erica.